

**Arizona House of Representatives**  
**1700 West Washington**  
**Phoenix, Arizona 85007**

Prospective Applicant,

Thank you for your interest in the position of House Page at the Arizona House of Representatives. Following are the qualifications, duties, and general information relating to this position. A resume may be substituted for the application provided it addresses similar biographical information.

**Qualifications for a Page**

1. Must be at least 18 years of age.
2. High School Graduate or equivalent.
3. Good communication skills.
4. Pleasant disposition and an ability to get along with others.

**Duties of Pages**

1. Pages provide assistance on the chamber floor when the House is in session. This includes operation of the microphone board, distribution of materials to the Representatives, delivering messages from Representatives to secretaries and staff and vice versa, and any other general assistance that is required.
2. Pages are responsible for the distribution and daily filing of proposed legislation (bills) for at least three Representatives.
3. Pages distribute copies of bills, Committee of the Whole calendars, and Third Reading calendars, along with any other legislatively relevant material.
4. Two Pages are assigned to each Standing Committee to provide assistance to the Committee Members and staff. The Pages are responsible for setting up the committee hearing room, providing general assistance during the committee meeting, and distributing agendas. Committee Pages are required to stay for the duration of the committee meeting (sometimes into the evening hours).
5. Pages deliver messages and other material throughout the Capitol complex and provide general assistance as required.
6. Other duties may be adopted under the discretion of the Page Supervisor or Sergeant-at-Arms.

## **General Information**

Applications for Page positions are available from the House Pages Office throughout the year. Interviews are scheduled annually October through December to fill positions for the Regular Session, which begins the second Monday of January each year. Employment may start a few weeks prior to the beginning of the Session. Approximately twenty positions are available for each Regular Session.

The Page positions are temporary/seasonal, full-time positions during the course of the Regular Session, approximately January through April. It is an uncovered position with no benefits unless put on full-time/benefited status during the interim period. Generally, working hours are 8:00AM to 5:00PM, Monday through Friday. However, Committee hearings and Floor Sessions often go into the evening hours and must be adequately staffed, therefore employees are required to be flexible. Some part-time positions may be available at the discretion of the Page Supervisor.

Completed applications may be either delivered or mailed to:

Page Supervisor  
Arizona House of Representatives  
1700 West Washington  
Phoenix, AZ 85007-2844

If you have any questions or need additional information, please contact:

Darrien Walton, Page Supervisor  
Telephone: (602) 926-3486  
E-mail: [dwalton@azleg.gov](mailto:dwalton@azleg.gov), [cbalmos@azleg.state.az.us](mailto:cbalmos@azleg.state.az.us)  
Fax: (602) 417-3085

Again, thank you for your interest.

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Enclosure: Application for Employment

# APPLICATION FOR EMPLOYMENT

Pages office  
Arizona House of Representatives  
1700 West Washington  
Phoenix, AZ 85007-2848

POSITION \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
(602) 926-3657

Last Name	First	Middle	Social Security Number	
Permanent Address	City	State	Zip Code	Phone #
Present Address	City	State	Zip Code	Phone #
Date of Birth	Are you related to any AZ Public Official?		If Yes, whom?	
Have you ever been convicted, or paid a fine, for an offense other than minor traffic violations? If Yes, give details (dates, charges, dispositions, etc.)				

## EMPLOYMENT: (Most recent first; may be substituted by resume)

Employer, Address, Position & Duties	From - To	Salary	Contact/Phone
1.			
2.			
3.			

EDUCATION:

Name of School (most recent first)	City/State	Degree	Major	Dates

ACTIVITIES:

Early morning and late night meetings often occur and your attendance will be **required**. There are no holidays, nor a spring break, while the legislature is in session. Are you willing to make such a commitment?      Yes \_\_\_\_\_      No \_\_\_\_\_      Initial \_\_\_\_\_

Pages are considered to be temporary staff and work only through the duration of session. The last working day for temporary pages will be **SINE DIE** (last day of session), which is normally towards the end of April. However, a few pages are chosen to work over the interim.  
Initial \_\_\_\_\_

Signature of Applicant

Date

Referred by

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FOR INTERVIEWER'S USE ONLY:

Comments: